

# AFFIDAVIT OF PERMIT AUTHORIZATION

*This affidavit certifies that the party listed, who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner. It must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be notarized and must be submitted prior to issuance. Copies of affidavits are unacceptable.*

I, \_\_\_\_\_, owner of the property listed below certify that I have granted,  
\_\_\_\_\_, my duly authorized agent, permission to  
obtain the permits necessary for the construction (or installation) of \_\_\_\_\_  
\_\_\_\_\_ at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(include suite # if applicable)

**I understand that the permits obtained pursuant to this affidavit will be in my name and that I am acting as contractor for this project. I accept full responsibility for the work performed.**

\_\_\_\_\_  
*Signature of property owner* *Date*

STATE/DISTRICT OF \_\_\_\_\_ :  
\_\_\_\_\_ : to-wit:  
CITY/COUNTY OF \_\_\_\_\_ :

I, \_\_\_\_\_, a Notary Public in and for the aforesaid State/District hereby certify that \_\_\_\_\_  
\_\_\_\_\_ appeared before me in the State/District and City/County aforesaid and executed this  
affidavit on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## **Note to property owners:**

If you made arrangements with a contractor to do this work, Fairfax County strongly suggests that the contractor be the party to secure the necessary permit(s). When a contractors obtain a permit in their name, they indicate their responsibility for the work. When you sign this affidavit you are obtaining a permit(s) in your name for work that will be performed by a contractor. This should be avoided. When a permit is issued solely in the name of the property owner, enforcement actions against the contractor for code violations become more difficult. In addition, when the contractor applies for the permit, the County will verify that the contractor is licensed as required by state and local laws. Unwillingness on the part of a contractor to obtain the necessary permit(s) may be an indication that the contractor is not properly licensed. If you have any questions regarding this matter, please call the Permits Division at 703-222-0801 prior to signing this form.